

## JULIE M. HOFFMANN, MBA

*Williams College of Business, Xavier University*  
*Department of Business Analytics and Information Systems*  
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### ACADEMIC POSITIONS

#### Teaching Professor

Fall 2018 - Present

*Department of Business Analytics and Information Systems, Williams College of Business, Xavier University*

- Instruct Intro to Business Analytics – BAIS 211
- Instruct Quantitative Reasoning – BAIS 210
- Instructed Statistics for Business II – STAT 211
- Academic Advisor to Business Analytics majors

#### Adjunct Instructor of Statistics, *The Christ College of Nursing and Health Sciences*

Spring 2025 - Present

### EDUCATION

**Master of Business Administration**, *Utah State University, Logan, UT* 2007 - 2008  
**Business Analytics Graduate Courses**, *Xavier University, Cincinnati, OH* 2018 - 2020  
**Excel and Accounting Courses**, *Western Governor's University, On-line* 2016 - 2018  
**Bachelor of Arts, Mathematics/Statistics**, *Miami University, Oxford, OH* 1995 - 1999  
**Bachelor of Science, Secondary Education** *Miami University, Oxford, OH* 1995 - 1999

### OTHER TEACHING AND MENTORING EXPERIENCE

**Internship Supervisor and Mentor**, *Conservice, LLC and United Way of Southern Nevada* 2014 - 2016  
**United States Peace Corps Volunteer Educator** *Ghana, West Africa* 2002 - 2004

- Instructed all secondary levels of Core and Elective Mathematics; Students achieved 100% passing rate
- Founded HIV/AIDS Awareness Club and Mathematics Club
- Selected to be trainer of incoming volunteers

**Secondary School Educator**, *Ursuline Academy, Cincinnati, OH* 2000 - 2001

- Instructed Pre-calculus and Algebra II

**International Student Teaching Program**, *Germany* 1999

- Instructed courses in Calculus, Geometry, and Algebra

### PROFESSIONAL EXPERIENCE

**Finance and Administration Director**, *United Way of the Desert, Palm Desert, CA* 2016 - 2018

- Maintain all software and databases as database/systems administrator
- Meet with all department heads on budget expense variance analysis and determine annual budgeting forecast
- Pull database reports for CEO, board members, team and United Way Worldwide
- Maintain all computer hardware, office equipment, and office space; monitor inventory and order supplies
- Develop importing processes of data from multiple sources into QuickBooks
- Run Finance Committee meetings; present financials and cash flow monitoring and analysis chart
- Continuous improvements to processes including cash handling controls, recording/reconciliations, consolidating bank accounts
- Prepare all monthly entries, bank reconciliations, financials, and budget variance analysis for board member meetings
- Process all receivables, payables, payroll, 403b contributions
- Responsible for onboarding/off boarding of employees; assist EE in plan selection; liaison between reps and vendors
- Review and maintain all financial policy and procedure; produce annual audit schedules
- Responsible for fiscal operations of water assistance program; coordinate processes between water companies and agencies

**Assistant Controller**, *United Way of Southern Nevada, Las Vegas, NV* 2014-2016

- Summarized monthly revenue to import and reconcile from database to general ledger
- Improved data support functions as database systems administrator
- Produced monthly financial schedules, bad debt allowance, journal entries and data mining reports to CFO
- Set up in-house database processing for previously outsourced campaigns resulting in increased customer service
- Reduced designation payable expenses by 25% through converting to automated cash-based process in database
- Produced revenue budget and monthly analysis, audit schedules, policy review and UW Worldwide reporting requirements
- Achieved over 99% accuracy managing the recording of all pledge revenue, payments, and designation payables in database

- Revenue Controller, *Conservice, LLC, Logan, UT*** 2008 - 2014
- Collaborated with IT department to develop, test and implement software enhancements for invoicing from database of ledgers
  - Managed charge/payment/invoice imports, payment receipts and reimbursements to/from database
  - Delivered database reports and accounting support to account managers, sales team, and property managers
  - Monitored budgeted expenses versus actuals
  - Used data visualization to monitor outstanding receivables; reduced by 60%;
  - Performed ROI analysis on company pricing resulting in some regulation changes; identified low profit clients
  - Developed 10 monthly quality control processes for reconciliation, auditing and analysis purposes

- Office Manager *NCRTM, Utah State University, Logan, UT*** 2006 - 2008
- Hired, trained, and supervised daily tasks of student office assistants
  - Managed on-line store, responded to customer inquiries, filled and tracked sales orders in QuickBooks
  - Conducted general maintenance and improvements to website; digitized on-line catalogue of training materials

- Benefits Assistant *Macy's Department Store, Inc., Cincinnati, OH*** 2004 - 2005
- Prepared invoices and spreadsheets; audited database lists and monitored bank accounts

- Co-Manager *Madeira Swim & Tennis Club, Madeira, OH*** Seasonal 1994 - 2001
- Managed daily operations of pool grounds; coordinated swim lessons; managed concessions
  - Trained and supervised lifeguards, front desk, and concessions workers
  - Water Safety Instructor Certified, AHA Heart saver CPR Certified, lifeguard

## TECHNICAL EXPERIENCE

- Advanced experience in Excel, StatCrunch, R, Andar, MIP, Yardi, QuickBooks, and proprietary database software
- McGraw-Hill Connect Integration with Canvas, *Xavier University*
- Cengage Integration with Canvas, *Xavier University*
- Cascade CMS, *Xavier University*
- Blackboard, *Christ Hospital College of Nursing*

## LEADERSHIP EXPERIENCE AND COMMUNITY INVOLVEMENT

- Board Member and consultant, *United Way of the Desert, 2018 - 2021*
- Chapter Advisor and Honorary Member, Delta Sigma Pi, *Xavier University, Current*
- Strategic Planning Taskforce, Williams College of Business, *Xavier University, Current*
- Co-Adviser, BAIS Club, *Xavier University, Current*
- Web Master, Business Analytics & Info Systems department
- Co-chair, Laudato Si' Ecology Committee, *Xavier University 2022 – 2023*
- Elected at large member, Xavier Technology Committee, 2024 - 2027
- Ethics Mentee Scholar, *Xavier University, 2021 - 2023*
- Chaperone for MBA International Business trip to London and Paris, 2023
- Diversity and Inclusion Teaching Academy, *Xavier University, 2021*
- Completed Introduction to Online Course Design, certification to teach online, *Xavier University 2020*
- Completed various pedagogy trainings through the Center of Teaching Excellence, *Xavier University*
- Certificate of completion for Clery Act Basics Full Course, *Xavier University*
- Certificate of completion for Hazing Prevention Misconceptions and Pitfalls, *Xavier University*
- Certificate of completion for Suicide Prevention: QPR Gatekeeper Training, *Xavier University*
- Leadership Essentials Certification, *Conservice, LLC, Logan, UT*
- M.B.A. Association, Treasurer, *Utah State University*
- VP of Membership, Pi Sigma Epsilon, *Sales and Marketing Fraternity, Miami University*
- Chaplin, Kappa Delta Sorority, *Miami University*
- Treasurer, Habitat for Humanity, *Miami University*
- Volunteer with many non-profits including: AYSO Soccer, United Way, Matthew 25 Ministries, Martha's Village and Kitchen, Habitat for Humanity, Cincinnati United Soccer Club and various Parent Teacher Associations

## INTERESTS

- Hiking, skiing, book club, cooking, soccer, yoga, pickleball, traveling, my kids